



# TOWN ADMINISTRATOR'S REPORT

## November 17, 2020



### ADMINISTRATION:

- It is with my deepest regrets to inform you that the Town of Maynard's Treasurer/Collector Cheryl Kane died on Monday, November 16, 2020.

Cheryl will be dearly missed for her genuine commitment to town, its staff, and the greater good.

- Town Administrator (TA) Greg Johnson, Assistant Town Administrator (ATA) Megan Zammuto, Human Resources (HR) Coordinator Stephanie Duggan, Public Health Agent Kelly Pawluczzonek, and Public Health Nurse Katherine Castle continue to be in nearly constant communication regarding the conditions and communications surrounding the current public health crisis. Below is the status of cases in Maynard per the Mass. Department of Public Health (DPH) as of Nov. 11, 2020.

Please visit the [town's webpage devoted to COVID-19 information:](https://www.mass.gov/doc/weekly-covid-19-public-health-report-november-12-2020/download)

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Massachusetts Department of Public Health COVID-19 Dashboard – Thursday, November 12, 2020

Count and Rate of Confirmed COVID-19 Cases and Tests Performed in MA by City/Town, January 1, 2020 – November 11, 2020

City/Town	Total Case Count	Case Count (Last 14 Days)	Average Daily Incidence Rate per 100,000 (Last 14 days) <sup>1</sup>	Relative Change in Case Counts <sup>2</sup>	Total Tests	Total Tests (Last 14 days)	Total Positive Tests (Last 14 days)	Percent Positivity (Last 14 days)	Change in Percent Positivity <sup>3</sup>
Malden	2025	215	22.7	Higher	53221	7369	240	3.26%	Higher
Manchester	36	8	11.7	Higher	2863	425	8	1.88%	Higher
Mansfield	302	37	11.2	Lower	14836	2175	37	1.70%	Lower
Marblehead	322	21	7.9	Higher	13706	1751	23	1.31%	Higher
Marion	78	43	66.8	Higher	8715	1698	50	2.94%	Higher
Marlborough	1556	113	18.5	Higher	33397	4069	142	3.49%	Higher
Marshfield	330	49	13.5	No Change	13608	1768	54	3.05%	No Change
Mashpee	108	10	4.6	Higher	8368	882	10	1.13%	Higher
Mattapoisett	86	25	31.2	Higher	3450	490	27	5.51%	Higher
Maynard	123	13	8.9	Lower	7188	951	19	2.00%	Lower
Medfield	91	21	13.3	Higher	8488	1173	21	1.79%	No Change
Medford	1536	135	15.9	Higher	95849	15832	152	0.96%	Higher
Medway	183	17	9.3	Higher	8357	1153	20	1.73%	Lower
Melrose	440	52	12.8	Higher	26439	3377	62	1.84%	Higher
Mendon	62	11	13.6	Higher	3483	494	13	2.63%	Higher

Data are current as of 8 am on 11/11/2020; For populations <50,000, <5 cases are reported as such or suppressed for confidentiality purposes. <sup>1</sup> For the calculations used to delineate Grey, Green, Yellow, and Red, please see table on page 27. <sup>2</sup> Number of new cases occurring over the current two-week period (10/25/2020 – 11/07/2020) compared to the previous two-week period (10/18/2020 – 10/31/2020). **Higher**=number of new cases in the current two-week period higher than the number of new cases during the last two-week period. **Lower**=number of new cases in the current two-week period lower than number of new cases during the last two-week period. **No change**=number of new cases in current two-week period is equal to the number of new cases during the last two-week period. <sup>3</sup>Change in percent positivity compared to the previous week's (11/5/2020) report. **No Change**= <0.10% difference in the percent positivity. Municipalities marked with an asterisk (\*) have either a long-term care facility, institution of higher education and/or correction facility with 1) more than 10 confirmed cases in the last 14 days and 2) these cases make up more than 30% of the total cases for that municipality in the last 14 days. DPH calculates rates per 100,000 population using denominators estimated by the University of Massachusetts Donahue Institute using a modified Hamilton-Perry model (Strate S, et al. Small Area Population Estimates for 2011 through 2020, report, Oct 2016.) As of 11/5/2020, the Massachusetts Department of Public Health is using the 2019 population estimates, the most current available data. **Please note:** Data for these tables are based on information available in the DPH surveillance database at a single point in time. Case counts for specific cities and towns change throughout the day as data cleaning occurs (removal of duplicate reports within the system) and new demographic information (assigning cases to their city or town of residence) is obtained.

- TA Greg Johnson and Director of Public Works (DPW) continued to work with the Request For Proposals (RFP) evaluation team and consultant Beth Greenblatt towards determining a finalist and issuing a Notice of Award for the installation and management of a solar array project on school property, as already approved by Town Meeting. Nearly completion of the evaluation, a Notice of Award is forthcoming and contract negotiations will commence. The contract is meant to be approved by both the School Committee and Board of Selectmen once complete.
- TA Greg Johnson and Human Resources Coordinator Stephanie Duggan, along with other staff members, continue the recruiting process for the Treasurer/Collector position.
- TA Greg Johnson and Human Resources Coordinator Stephanie Duggan are continuing to work with the Maynard Library Board of Trustees and the working group towards recruiting a successor to retiring Library Director Steve Weiner. Steve is expected to retire in January 2021.
- Assistant Town Administrator Megan Zammuto is expected to being maternity leave in the beginning of December.
- TA Greg Johnson is working with town staff and information technology consultant/vendor Drive Tech to install fiber phone lines for town offices, as an upgrade for the phone system that has a history of failure periodically.
- Town offices will be closing in observance of Thanksgiving from 12:30pm on Wednesday November 25 until 8:00am on Monday, November 30, 2020.
- On Wednesday, November 11, 2020, State Representative Kate Hogan presented recognition to Ellen Duggan for all her years of selfless devotion in volunteerism for the town.



- A small, masked contingent of Maynard veterans were recognized on Veterans Day, Wednesday Nov 11, 2020 at Memorial Park on Summer Street. High school volunteers played “taps”.





## PUBLIC WORKS:

- Special thanks to Maynard Boy Scouts from Troop 130 who recently completed a project that enhances the community's gateways, as well as citizens' first impressions of the Town of Maynard. Over the past three weeks, the Boy Scouts' worked to revitalize the town-boundary welcome signs. The project included scrapping, sanding, repairing of the wood signs, and a new painted facelift. The results are spectacular. The Department of Public Works wants to thank all scouts involved in this project.





- The Department of Public Works' Water and Sewer crews are supervising and managing the installation of upgraded utilities for Martin Street customers.



- E.L Harvey will be conducting their second fall Yard Waste curbside removal service starting November 16, 2020 – please have your bags out by 7:00 a.m. on your regular trash day.
- Department of public works will be conducting our last recycle center at the Highway garage at 38 Winter street on Saturday, November 14, 2020. We want to remind residents that this will be our last service for this year, and we will be providing chipping services. Please remember only one resident in each vehicle, stay in your car and the staff will help you.

### **LIBRARY:**

- Building Issues: Air filters have been replaced. Fence has been contracted. We are still waiting for a bid to adjust fan speed.

- Reference Report: Reference Transactions: 122. Reference News:- Finished weeding project of Adult fiction. Will be weeding Mystery and Science Fiction in the coming weeks. - Activated new online chat service on library website for patrons to reach me with questions. - Assisted with 4 Outdoor Browsers' Markets on Wednesdays - Attended online seminar "What can BPL do for My Patrons?." Will likely try to do a similar online Zoom program for our own patrons
- Children's Report:
  - a. Afternoon Adventures (storytime) - fancier name, more intriguing titles, more participants? Not yet but happily two more kids just joined. Few as the numbers are, I've determined that a live interaction on Zoom is still preferable to having no interaction with a larger audience via video.
  - b. The Big Kid Book Club - Okay, I still don't have many participants but the ones I have are listening intently to the chapters and contributing insightfully to the conversations. It's been an enjoyable experience for me and judging by the return rate, the participants.
  - c. Read-to-a-Dog Therapy Program - I'm bringing back Zora the Reading Dog for another reading therapy program. Happily, she's agreed to listen to kids' read to her via Zoom. I've divided the half hour program into three ten minute blocks for each kid to have a one-on-one session with Zora. Beginning this week, it will take place Fridays, 3:30 - 4:00 PM.
  - d. The Halloween Craft Alliance - By popular demand I've invited Wendy Valentine back for another curbside craft activity. The shield-making program she did earlier reaped such a great response that we're trying it again for Halloween, this time, with monster-making. Captain Maynard has also been booked. October 29th, 3:30 PM.
- Circulation: The library circulated 4,138 items in September. We discharged 4,839 items. We routed in 2,994 items for Maynard patrons and routed out 3,000 items for patrons at other libraries (a quarterly report). 4 new cards were registered and the wireless was accessed 247 times. Newsbank was logged onto 221 times and Ancestry.Com 170 times. 308 new books were purchased and 53 withdrawn, making the collection size 80,336 items.
- Update on Services: Currently, the library offers curbside item pickup, online and phone reference, and virtual programs.

## **FIRE DEPARTMENT:**

Newly appointed Fire Fighters were issued the Oath of Office on Thursday November 12, 2020. The new Fire Fighters include: Alan Portis, Jennine Hureau, and Joseph Doyle.



## POLICE:

**PERSONNEL:** Officer Shawn Corrigan started working regular shifts after Off. Brandon Moore notified the department that his military orders extended him for another six months. Officer Corrigan resigned as a sergeant last August to pursue a career as an airline pilot. Off. Corrigan was an exemplary employee, and it was a loss when he resigned. However, when Covid 19 decimated the airline industry he was furloughed. Off Corrigan was still a special officer and the idea he could work regular shifts was proposed.

The Department, in consultation with the Town, had been working toward a shift to civilian parking enforcement in downtown. As part of this shift we hired a part-time non-sworn parking enforcement person, Veronica Bouldry, who will work from noon until 4pm Monday through Friday. This position will supplement the new Community Officer position. Off. James McGrath will be the new Community Officer. He will have a very visible image downtown and will also be the business liaison for the department.

**DEPARTMENT ASSIGNMENTS:** As the new officers will be rotating out of field training and into their positions on patrol, the new positions that have been assigned and created will begin. First the department created an elder affairs officer to assist with growing issues involving the elderly. We previously have worked well with the elderly and the assisting agencies, however with the new defined

position it will create a point person for all to know who to contact regarding elderly issues. Off. Mirella Ruggiero will be the new Elder Officer along with her duties as the SRO for the Department.

**COVID 19 ENFORCEMENT:** With the new restrictions on businesses and mask requirements the Maynard Police Department will continue to enforce these regulations using a community approach of education and voluntary compliance prior to fines.

**COMMUNITY OUTREACH:** The Maynard Police Department participated in the Pink Patch Project during the month of October. There are pink patches for sale at the Maynard Police Department, proceeds of which will be donated to a Breast Cancer charity determined at the end of the month.



## INCIDENTS:

The Maynard Police Department has received upwards of 40 reports of unemployment fraud. We encourage you to file a report with the Police Department if you receive correspondence to your residence or from an employer stating that someone has filed for unemployment using your information.

On October 7th, 2020 the Maynard Police Department and Fire Department responded to numerous calls related to trees/wires down during a storm. In addition to those calls, they responded to a 2-alarm fire on Orchard Terrace. There were no injuries as a result of the fire.

On October 15th, 2020 Officers responded to a parking complaint on Deane Street. The registration was run through NCIC and was reported as stolen out of UHAUL in Natick Massachusetts. The vehicle was recovered and returned to the UHAUL facility.

On Wednesday October 21, 2020 our officers received a report of a missing 17-year-old female. Through our investigation working with several other agencies we located the juvenile female the following day. She is safe, the family has been notified and we are currently working with them to provide further assistance or services they may require. Due to this being a family matter involving a juvenile we will not be providing any further information. We would like to thank all of those in the community who reached out to offer their assistance.

**STATISTICS & ACTIVITIES:** Statistics and activities have returned to pre-covid numbers, except for alcohol related offenses, due to bars still being closed.

- Overall Calls for service 2,735
- 148 Incident Reports
- 9 Total Arrest
- 13 Accidents
- 176 MV Stops
- 2 Arrests
- 4 Criminal Complaints



- 18 Citations
- 23 Written Warnings
- 129 Verbal Warnings

**TRAINING:** Newly promoted Lt. Brian Cushing and Sgt. Trista Manchuso attended leadership training in October. With these two and the numerous recent promotions, there will be an emphasis with the professional development of these new supervisors. The leadership development of these new supervisors is crucial in moving the Maynard Police Department forward in these challenging times.

## **MUNICIPAL SERVICES:**

### **Conservation Commission**

- The Conservation Commission approved an Order of Conditions (Wetland Permit) for the work to occur at the Wisteria Lane subdivision.
- The Commission is awaiting information from the owners of 124 Acton Street regarding the Land Swap. The owners of 124 Acton may request more land than what was approved at Town Meeting and by the State Legislature, which would require starting the swap process from the beginning.
- The Conservation Commission will be acquiring signage reminding trail walkers to pick up after their dogs.
- The next Conservation Commission meeting will involve a discussion on updating the Conservation Land Use Policy for its properties. The policy was adopted in 2002, and requires updating.

### **Planning, Zoning, and Economic Development**

- The Assabet River co-op has decided against using the property at 2 to 6 Powder Mill Rd for their supermarket. While the site had some challenges from a design standpoint, the remediation (soil replacement) that would need to be done for the foundation made the site cost prohibitive. The co-op is continuing to look for a location in Maynard.
- The Powder Mill Corridor redevelopment project underway in conjunction with MAPC and the town of Acton, is scheduling a virtual public meeting for the evening of December 3rd. Project team has been interviewing a variety of stakeholders throughout the corridor.
- The Planning Board voted to approve the first amendment of the Development Agreement for 42 Summer Street.

### **Building**

- Liquor License building permit fees (\$40 per establishment) were waived in an effort to support local restaurants during this difficult economic period.
- The Building Commissioner issued the 400<sup>th</sup> building permit. The average number of building permits issued for the last ten years is 386.

### **Public Health**

- The Department of Public Health shared guidance for [Thanksgiving During COVID-19](#).

### **Housing**

- The Town of Maynard has announced a [Mortgage Assistance Program](#). Applications will be accepted until December 18<sup>th</sup>.
- The [Emergency Rental Assistance Program](#) is still accepting applications.